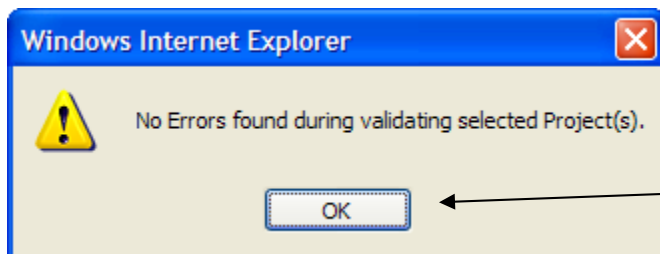# APPLICATION SUBMITTAL INSTRUCTIONS

To submit your application, all applicable sections of your application must be completed and validated without error, prior to submitting.

Complete the following steps to submit your application:

Please remember to use the OLGA Menu, located on the bottom of each screen, to access the different screens within an Application.

Step 1 – From the "**Grant Application Entry**" screen, select all sections of the application and then select "Validate".

If no errors are found, you will receive this message.

Select "OK"

If errors exist, OLGA will direct you to the appropriate sections for corrections.

Step 2 - From the "**Grant Application Preview**" screen, select "Submit" for each section of your application.

After all selections are made, click the "Submit" button.

Once the "Submit" button is selected, you will receive this message.

If you wish to continue, select "OK".

If errors exist:

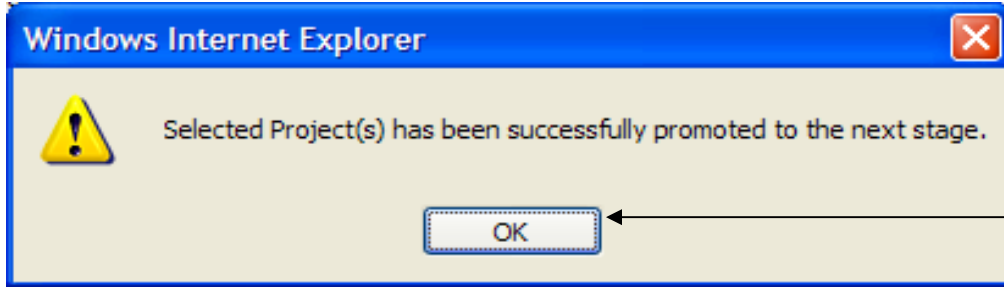If errors exist, OLGA will direct you to the appropriate errors for corrections.

Select "OK"

Upon successful submission:

Windows Internet Explorer

⚠ Selected Project(s) has been successfully promoted to the next stage.

[OK]

Upon successful submission, you will receive this message.

Select "OK"

Please note: The status of the submitted application is changed to PS-3-W during the preliminary stage and AV-1-P at the final stage.